

## ADMINISTRATIVE ANALYST II

### DEFINITION

To perform a variety of professional level technical and analytical duties related to budgetary, fiscal, organizational and administrative studies and assignments; prepare, administer, and analyze operating and capital improvement budgets; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Administrative Analyst series and has the ability to perform the full range of duties assigned with only occasional instruction or assistance as unique situations arise. This class is distinguished from the Administrative Analyst I in that it performs journey level work with a high level of independence and may provide technical and functional guidance to subordinate staff. Positions in this class are flexibly staffed and are normally filled by advancement from the level I or by outside candidates having prior experience.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; exercises technical and functional guidance over assigned staff.

### ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform a variety of professional level technical and analytical duties related to budgetary, fiscal, organizational and administrative studies and assignments; prepare, administer, and analyze department operating and capital improvement budgets.

Conduct special studies and assignments; prepare reports, correspondence and summaries; develop and deliver presentations.

Develop and maintain functional expertise in assigned areas.

Identify, collect, and synthesize pertinent information from a variety of sources, including but not limited to: department forms, surveys or interviews, professional journals and publications, and various open sources; and file required reports with state agencies.

Review state and federal legislation; forward important legislative information to departments for review and comment; analyze and make recommendations on various legislative issues.

Assist in budget preparation; review budget estimates and requests; assist in analyzing revenue sources; study space allocations and staffing utilization.

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Prepare manuals and forms; analyze and recommend improved methods and procedures; prepare, implement, and administer special programs and procedures; provide advice and assistance to departments regarding administrative practices, methods and procedures.

Negotiate and administer agreements with outside consultants or contractors; works with citizens' groups and commissions.

Utilize a variety of databases and computer programs to develop reports, and produce statistical information.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Public administration policies, practices, and procedures.

Budget and revenue applications and preparation.

Above average analytical ability.

Pertinent federal, state, and local laws, policies, codes, and regulations related to area of assignment.

Principles and practices of operational, descriptive statistics, and research.

Techniques and concepts of database management systems and conceptual systems design in order to store and extract data.

Methods and techniques of statistical and applied research and analysis.

Principles of data collection, collation, analysis and dissemination.

Modern office practices and procedures.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

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Analyze policy issues, research and compile technical and statistical information, make recommendations and prepare reports.

Research and analyze problems, and prepare reports and recommendations.

Gather, manage, and appropriately disseminate sensitive information.

Create, maintain and access database files.

Compile and interpret statistics and other pertinent information.

Interpret and apply applicable laws, policies, rules and regulations.

Prioritize and coordinate several work activities and follow up as required; research, organize, and maintain accurate office files.

Plan and organize work to meet changing priorities and deadlines.

Use initiative and sound independent judgment within established guidelines.

Manage competing priorities.

Work independently and as a member of a team.

Make oral presentations to a variety of groups.

Operate standard computer and office equipment related to assignment

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible professional experience in one of the following areas: policy and procedure interpretation, budget and fiscal analysis, special studies and projects or general administration. Local government experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Business Administration, Public Administration or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; use telephone, write or use keyboard to communicate through written means; may lift light weight. See in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed within an even-floored, carpeted, and air-conditioned office environment with fluorescent lighting and a moderate noise level. Some movement is required from office-to-office and there is occasional exposure to the external environment when going to outlying offices or meetings. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/05